

Office Memorandum • ~~CONFIDENTIAL~~ UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training

DATE: 16 April 1959

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 15
8 April - 14 April 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. [] has informed me that [] Logistics, has requested that his name be withdrawn from candidacy for the Harvard Advanced Management Course which will begin 16 September. At my suggestion, [] is transmitting the request to the Chairman, CIA Career Council, who plans to discuss it at the 30 April meeting. [] Office of Comptroller, is still an active candidate. It may be prudent to present only [] name this time to the Harvard authorities; for we've about exhausted our pleas for accepting two at a session. Deadline for all data to the institution is 15 May.

2. [] ORR, called to express thanks for the gracious reception by DTR in the Orientation course just completed and to pass on some complimentary words on the RS assistance given ORR recently re special training available through AFSWP.

3. On 14 April, a first briefing was held for the three Agency candidates scheduled to participate in the [] Summer Seminar. In addition to the three participants ([] ORR, GS-9; [] OCI, GS-11; [] GS-12), a representative [] was in attendance. No major administrative problems are anticipated in the handling of this group. It is the smallest number of employees that we have ever enrolled in the seminar, perhaps, because of our present policy of having the sponsoring component bear all the costs. NEA indicated that they had no special interest in the program.

25 YEAR RE-REVIEW

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5. The Medical Staff has been after [] to firm up the proposed arrangements with the Naval Medical Center regarding our participation in their correspondence courses. Captain Saraniero advised [] on 14 April that they had received our request and that an answer along with instructions for participation would be forthcoming in the very near future.

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6. Six Office of Communications employees will attend a three day training session (6 - 8 May 1959) at the []

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[] It will be a special VHF Radio Equipment Maintenance Course set up by []

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7. [] called about the extend of OTR support for an FE project he was reviewing which involved [] language training overseas. The individual concerned [] maintained that OTR had approved two years training, but our files reveal certification by him and his supervisor of their understanding that QRP recommendation and OTR approval was limited to one year. C/LAS and others were reluctant to recommend unqualified approval until there was demonstrated evidence of satisfactory progress during the first year.

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8. [] of SR, DOB, discussed with me at length some problems inherent in representing a contract employee in applying for Georgetown's course on English for Foreigners. For the intended course, Georgetown's registration procedures are too nosey. [] was quite pleased with some alternate recommendations I provided him.

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9. Commo training office is now at 1503 Eye Building. New phone number is []

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10. [] has produced a ready listing of language courses to be given by local academic institutions in the abbreviated summer terms. Not only does such a list serve us internally but much of it can be mentioned in the May-June Bulletin as well.

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11. All OTR offices are working well on our requests for new Catalog listings and for long-term schedule information. [] has checked to see if our "deadlines" were crowding any instructors. There appears to be no serious problem on the Catalog, to which component training offices are contributing too. Our goal of 27 April for the schedule is tight, principally because of such problems as beginning date for the JOT program (now fairly well set) and the fall IOC which feeds other courses.

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12. [] and I briefed [] on his role as the Agency's first candidate in AMA's Saranac Lake program for Government employees. I am particularly anxious that [] evaluate (1) this program in terms of our successful participation in the [] programs and (2) the Executive Decision making exercise as AMA plays it for application to Government employees.

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13. During our absence at the training base, [] transmitted to [] a request for six nominees to attend the Final Presentation exercise at National War College. Since the emphasis was on attendance of the "working" level, I submitted a roster of three each GS-15's and -16's representative of principal components (including []). Beers reports that General Cabell wanted Bob Amory to attend, so we scratched [] of Commo. This causes no problem for on re-check, [] ETA from [] is a few days after the presentation.

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14. We'll soon be seeing OTR names in language testing. [] has deleted names of those already tested and those who still claim proficiency will have the claim verified by testing. Currently, we on the Registrar's Staff are the horses tail in processing awards. LAS has done an excellent job in moving the hump of the backlog to us. We'll soon pass it on to [] and OTR will approach current operation after that. Meanwhile, we turned out three transmittal lists this week. I was very impressed by the simultaneous testing program which I witnessed today.

15. Our proposed revision of the Request for Internal Training form has been coordinated with LAS. Both [] have heartily endorsed the new design, with the single reservation that they would like for it to include the telephone extension of the individual for whom training is requested.

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16. [] have tackled the problem of computing, by specific item, the dollar costs of external training requirements projected by Headquarters components for FY 1960. This exercise has become more manageable with respect to language training now that [] has given us a working estimate of the extent to which overall language training requirements for FY 1960 might be met through LAS facilities.

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17. Standards Branch has prepared its quarterly report showing formal courses to be offered by components other than OTR during the April - June 1959 period. This schedule reveals that, exclusive of training conducted by TSS and OC:

a. Twelve offices will conduct 19 different formal courses (4 courses by three DD/I offices, two courses by two DD/P components, eleven by five DD/S offices, and two courses by the Cable Secretariat).

b. In length the course offerings range from two hours to 5 1/2 months.

c. Nine of the courses are offered on a full-time basis.

d. Fifteen of the courses are open to employees outside the sponsoring component.

e. Two courses provide foreign language training.

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18. I was somewhat uncertain of my full responsibilities at the [] conference, until [] arranged for my assistance as an operational aide in the [] exercise!

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19. During the week 8 April - 14 April 1959, there were 923 persons enrolled in OTR conducted training. The breakdown for enrollment is as follows:

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295 enrolled in 58 classes (14 languages) voluntary

232 enrolled in 38 classes (13 languages) internal

189 enrolled in 10 Intelligence School courses

148 enrolled in 8 Operations School courses

41 enrolled in 3 area courses

6 from other Government agencies

12 Dependents

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